Acrobat XI, Part 3: Portfolios and Forms

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Prerequisites: This course assumes very little familiarity with Adobe Acrobat. This course is part of a 4 course learning series; Acrobat XI: Workspace and Tools; Acrobat XI: Creating PDFs; Acrobat XI: Portfolios and Forms; and Acrobat XI: Signing and Printing. Please be sure to view the courses in order if you are new to the material.

Runtime: 01:11:08

Course description: Master Acrobat XI in this four part learning series, Adobe Acrobat XI makes it easy for you to create, edit, and sign PDF documents. Get to know the Acrobat XI workspace, learn how to create PDF files from Acrobat, Office for Mac, or Office for Windows. Revise documents and add user comments, create forms and interactive presentations, add an electronic signature, and learn how to work with the Print Production Panel.

Course outline:

Review Cycle & Conversions
• Introduction
• MS Word in a Review Cycle
• Track & Import Comments
• Convert PDF to Microsoft Word
• Convert PDF to Microsoft Excel
• Convert PDF to PowerPoint
• Summary

Portfolios
• Introduction
• Working with Portfolios
• Portfolios on Other Devices
• Summary

Creating & Revising Portfolios
• Introduction
• Prepping Files for a Portfolio
• Creating a Portfolio
• Edit & Customize Portfolio
• Adding a Header
• Revising a Portfolio
• The Details View
• Adding Custom Layouts
• Summary

Forms Workflow & Forms Central
• Introduction
• Choosing a Forms Workflow
• More Complicated Forms
• Create via Scratch or Template
• Designing Your Form
• The Skip Logic Rules Feature
• Summary